

Certification and Registration FAQs

BECOMING M/W/DSBE CERTIFIED

What is M/W/DSBE Certification and how long is the process?

Answer: M/W/DSBE Certification provides verification that at least 51% of a business is controlled, operated and owned by a minority, woman or disabled person.

Visit the Office of Economic Opportunity (OEO) website for a listing of Recognized Certifying Agencies

Certification takes approximately 60 to 90 days depending on the certifying agency and the completeness of your application. A firm must be M/W/DSBE certified before joining the OEO Registry.



What is the OEO Registry and what is the standard process to join?

The OEO Registry is the lifeline of the Office of Economic Opportunity housing all businesses that participate in City of Philadelphia contracting process. The Registry is essential in every aspect of the City contracting process, from setting project goals to outreach for upcoming opportunities and eventually tracking participation. Businesses must apply to join the OEO registry:

- The application takes approximately 30 minutes to complete with questions pertaining to a firm's profile.
- The application will then take 5 to 10 business days to process. If approved, the business will receive an email with Registration Letter detailing registration number, classification codes and more.

Note: All approved businesses are required to renew their registration in the OEO registry when renewing their M/W/DSBE certification annually.

Businesses can apply and learn more about the OEO Registry online on the City's website: phila.mwdsbe.com

What are the benefits of being M/W/DSBE Certified and OEO Registered?

Free advertisement throughout the year. Your company's information is listed in the OEO Registry, which is utilized by all City departments, public, private and non-profit industries. Your firm's participation on City of Philadelphia contracts will be counted towards M/W/DSBE participation goals.

Contractors and professionals seeking M/W/DSBEs as joint venture partners and subcontractors on major projects in the region view the OEO Registry. Workshops and seminars are also available on a monthly basis.

I never received a registration letter from the Office of Economic Opportunity (OEO), why?

There are a few reasons you may not have received your registration:

- Registration Letter may have gone into your Spam Folder.
- Online registration application has not been completed.

Note: Registration Letters are emailed immediately after approval to join the Registry. OEO does not issue M/W/DSBE certificates. If you have completed a Registration Application, but have not received your letter, contact OEO ([see page 2](#)).

Where can I find the OEO Registry of M/W/DSBE vendors?

You can find a list of registered M/W/DSBEs on OEO's Registry online at phila.mwdsbe.com. Under the Vendor Certification sector, click "Search Registered Directory"

Navigate and search the Registry by:

- Business Name
- Business Description
- Commodity Codes
- Contract Person
- Location
- Certification Type

Does the OEO Registry accept businesses that are self-certified? How about businesses that received certifications solely as Veteran or Small Business?

No, the OEO Registry does not accept Veteran, Small Business and/or Self Certifications as a replacement for M/W/DSBE certifications. A firm must be M/W/DSBE certified before joining the OEO Registry.

What is the difference between M/W/DSBE Certification and OEO Registration Numbers?

The Recognized Certifying Agency that certified your business as M/W/DSBE provides the certification number, listed on your certificate. Then, if approved for the OEO Registry, following the steps above, you should receive a registration letter with your registration number from OEO.

How do I create an account with username and password for the OEO Registry once approved?

Please visit phila.mwdsbe.com

- Under System Home, click Contact Us and Support
- Under System Support, click on Customer Service: Contact Us
- Complete Sections 1 and 2 (Message Subject: Need Username and Password)

I cannot find my company's name on the OEO Registry, why?

If you are registered with OEO, your company's name will be in OEO's Registry. Type in the company's name; make sure you have the correct spelling, spaces, capitals, and abbreviations.

When you are registered with OEO, are you also registered with the State of Pennsylvania?

No, when you are registered with OEO you are registered with the City of Philadelphia.

I created an account in your system. Why am I not registered with OEO?

To be OEO registered, visit phila.mwdsbe.com to complete an online registration application. If unable to proceed, may be for the following reasons:

- You may have an account with the B2Gnow system because you are certified, registered, a subcontractor and/or prime with another municipality using the shared database.
- You may have created an account and have not completed the OEO registration application.

If still experiencing login issues, see OEO contact information below. We are here to assist.

Can I get another company's registration number?

No, you may not have another company's OEO registration number. However, you can find a list of registered M/W/DSBEs on OEO's Registry online at phila.mwdsbe.com.

Under the Vendor Certification sector, click "Search Registered Directory".

CONTACT US

Contact Office of Economic Opportunity

For additional information about OEO Registry and M/W/DSBE Certification, visit Philadelphia Office of Economic Opportunity online. Contact Jennifer Wise by calling (215)-683-2071 or emailing jennifer.wise@phila.gov.

Contact Procurements Public Information Unit

For additional information and questions regarding bids, visit the Procurement Department online: phila.gov/bidsonline/ Call (215) 686-4720 or email phlcontracts@phila.gov.

